

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Maintenance Facilities Director

POSITION NUMBER: TGO-213-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- [] High School Diploma or GED equivalent required. ***(Copy of document must be submitted with application)**
- [] College courses from an accredited school in Facilities Management or related field, degree preferred but not required.
(Attach copy of transcript)

SKILLS:

- [] Excellent communication skills to effectively communicate with various departments, staff, vendors, and executives using poise, tact, and diplomacy.
- [] Strong math and analytical skills with emphasis on researching, interpreting, and translating a variety of data. **(Test required)**
- [] Strong organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, planning, and meeting deadlines.
- [] Ability to maintain composure, think clearly, perform well under pressure, exercising good judgment in appraising difficult situations and making appropriate decisions.
- [] Ability to foster a cooperative and team-oriented work environment.
- [] Ability to compose business correspondence, i.e., letters, memorandums, reports, etc. **(Test required)**
- [] Must possess strong leadership and mentoring skills to guide and promote the growth of staff.
- [] Must be computer literate with the ability to learn new software applications fairly readily from a user standpoint.
- [] Working knowledge of standard practices, techniques, materials, and equipment used in building maintenance, landscape maintenance, construction, custodial, and warehouse inventory.

EXPERIENCE:

- [] Minimum of five (5) years of progressively responsible experience in building maintenance.
- [] Minimum of five (5) years experience in a supervisory and/or management capacity over maintenance operations, to include housekeeping, grounds maintenance, and building maintenance.
- [] Minimum of three (3) years experience in project management and negotiating service contracts.
- [] Minimum of three (3) years working experience utilizing a personal computer specifically MS Word, Excel, and Access programs.
- [] Minimum of three (3) years working experience creating, implementing, and maintaining departmental budgets.
- [] Previous work experience within a gaming operation preferred.

OTHER REQUIREMENTS

- [] Knowledge of building operations to include, HVAC, plumbing, painting, maintenance equipment, carpentry, boilers, water softeners, heating units, electrical systems, irrigation systems, fire and sprinkler systems, etc.
- [] Must possess a valid State Driver's License. ***(Copy must be submitted with application)**
- [] Must possess a clear driving record and meet the organizations insurance criteria. ***(Current documentation from the DMV must be submitted with application)**
- [] Must successfully pass an agility exam, determining if physically capable of performing the essential functions of the job.
- [] Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- [] Must attend mandatory guest service training.
- [] Must be flexible to work at all gaming sites, the "New" Tulalip Casino, the Quil Ceda Creek Casino, and Bingo.
- [] Must be able to work any shift assigned to included days, swing, grave, weekends, and/or holidays.
- [] Must successfully complete and pass a National Indian Gaming Commission background investigation.
- [] Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and the Tribal Gaming Agency.
- [] Successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- [] Manual and finger dexterity for the operation of a variety maintenance equipment, personal computer, and routine paperwork.
- [] Strength to lift objects weighing up to 50 lbs on a frequent basis.
- [] Mobility to bend, stoop, and climb stairs on a frequent basis.
- [] Tolerance to be exposed to cleaning solvents and chemicals.
- [] Stamina to sit, stand, and/or walk for long periods of time.
- [] Tolerance to work in a smoke filled environment.

Tribal Department: Maintenance

Employee Classification: Exempt

Job Summary: Responsible for the overall management of the Construction, Custodial/Housekeepers, Groundskeepers, and Warehouse staff for all three gaming properties. Develops, implements, and monitors preventative maintenance programs applicable to areas of responsibility. Ensures the safety of employees and customers by providing and maintaining safe and clean facilities.

Employee Reports To: TGO President or designee

Extent of Job Authority: Directly manages the day-to-day operations of the Maintenance Facilities in accordance with established policies and procedures.

Specific Duties Performed:

1. Provides over all direction to the Construction, Custodial/Housekeepers, Groundskeepers, and Warehouse staff.
2. Plans, coordinates, implements, and monitors daily department activities to include the completion of preventive maintenance, repairs, and projects of TGO facility buildings, grounds, and Warehouse.
3. Responsible for creating, implementing, and monitoring the departmental budget.
4. Coordinates department scheduling and weekly payroll information with supervisors.
5. Participates in the development and negotiations of contracts, creating and maintaining positive work relationships with vendors.
6. Prepares bids and cost estimates and submits to the President/COO or designee for approval.
7. Ensures department compliance with purchasing, requisition, and inventory control policies and procedures.
8. Ensures operation of equipment through preventative maintenance, recommending equipment purchases and/or replacement.
9. Creates and maintains accurate records of all facility work performed.
10. Responsible for developing, implementing, and communicating departmental standard operating procedures, policies, and procedures ensuring staff is kept updated on procedural changes.
11. Provides the President/COO with recommendations to improve the overall functionality and efficiency of the department.
12. Prepares reports and business correspondence as needed or requested.
13. Participates in the interviewing and hiring of new employees.
14. Responsible for providing staff training, counseling, performance evaluations, and necessary progressive redirections up to and including terminations.
15. Assists supervisors with coaching, counseling, and administering disciplinary actions as needed.
16. Schedules and performs quarterly safety meetings, as well as, regular staff meetings.
17. Attends training and workshops as required to acquire new skills, keep updated, and maintain present skills as required.
18. Coordinates with other departments for providing maintenance assistance when needed or requested.
19. Ensures compliance with applicable Federal, State, and Local Law requirements, as well as established TGO policies and procedures.
20. Ensures the safety of employees and customers by providing and maintaining safe and clean facilities.
21. Performs other duties as deemed necessary or requested.

Terms of Employment: This is a Regular Full-time position requiring 40 hours a week or 2080 hours per year

Pay Range: \$33.71 per hour

Opening Date: October 5, 2006

Closing Date: October 13, 2006 at 4:00 p.m.

Please return your completed application and required documents to the Tulalip Casino Receptionist by the closing date and time. * Required documents must be submitted prior to interviewing.